

PAYMENT SERVICES USER MANUAL 1

TEMPLATE MAINTENANCE..... 1

INTRODUCTION1

CREATING A TEMPLATE1

EDITING A TEMPLATE4

DELETING A TEMPLATE.....4

PAYMENT SERVICES USER MANUAL

TEMPLATE MAINTENANCE

INTRODUCTION

A template is a preset cost distribution with the fiscal codes defined and the costs distributed by percent or by amount. Generally, a template is intended for invoices that are distributed the same way each time and usually for regularly billed invoices, such as utilities, rent, or telephone invoices.

Templates can be created, edited, or deleted on the Template Maintenance screen. The Payment Services administrator assigns users permissions for Template Maintenance.

CREATING A TEMPLATE

1. Open **Template Maintenance** from the Payment Services main menu.

Figure 1 - Template Maintenance



Figure 2 - Template Maintenance screen

A screenshot of the Template Maintenance screen. The screen has a red header bar with 'PmtSvcs Menu', 'Applications', and 'Logoff' links. Below the header is a light blue form area. It contains a 'Template Name' field with an asterisk, a 'Clear' button, a 'Delete' button, and a 'Save' button. Below these are radio buttons for 'Template Type' with options 'Amount', 'Percent', and 'Blank'. There is also a 'Template Desc' field. At the bottom left of the form is an 'Add Row' button. Below the form is a footer bar with a note '* Press F3 for Lookup' and a table of column headers: 'Percent', 'Index*', 'PCA*', 'IC', 'Sub', 'Dtl', 'Grant*', 'Ph', 'Project*', 'Ph', 'Invoice Description'.

2. Type a name for the template in the **Template Name** field.
3. Select a **Template Type – Amount, Percent, or Blank>**
 - **Amount** – costs are distributed by pre-defined amounts. This could be used with invoices whose costs are not likely to not change
 - **Percentage** – distributes costs among funds by percentages.
 - **Blank** – can be used to apply to regularly received invoices that may have varying total amounts. No amount or percentage is applied. Once applied, the distribution grid on the **Distribute** screen can be completed as needed.
4. Type a description in the **Template Desc** field. (optional)
5. Click **Add Row**.
6. Enter the appropriate fiscal codes in the distribution grid.

The application will validate your data entry and can also perform look ups on any field in the distribution grid marked with an asterisk:

 - The application will validate your data entry against STARS tables. If the data entry is valid, it will automatically fill in the distribution grid with any available related data from the tables.
 - To perform a “look up” or search, place the cursor in the desired field and press F3. A look up dialog box will appear and you can search for the fiscal code that you need.
 - [Click here for brief descriptions of the distribution grid fields.](#)

The acronyms on the distribution grid are somewhat different than in STARS, but they have the same functions:

 - [Click here for descriptions of the STARS data elements.](#)
 - [Click here for descriptions of STARS encumbrance data elements.](#)
7. Click **Add Row** or click **Dup** next to the first row. **Dup** will create a duplicate of the row, including any fiscal codes you have added.

If you are creating a template based on amount or on percentages, change the amount in the first row and add/change whatever fiscal coding you need. Then use either **Add Row** or **Dup** and the application will fill in the remaining balance/percentage on the subsequent row.
8. When finished, click **Save**. The template will now be available in the **Distribute** screen.

Below are three examples of template types.

Figure 3 - Percent template

PmtSvcs Menu **Applications** **Logoff**

Template Name*

Template Type ☐ Amount ☒ Percent ☐ Blank

Template Desc

* Press F3 for Lookup

	Percent	Index*	PCA*	TC	Sub	Dtl	Grant*	Ph	Project*	Ph	Invoice Description
Del Dup	40.00	1020	01010						ISCOCF	07	
Del Dup	60.00	1040	01010								

Figure 4 - Amount Template

PmtSvcs Menu **Applications** **Logoff**

Template Name*

Template Type ☒ Amount ☐ Percent ☐ Blank

Template Desc

* Press F3 for Lookup

	Amount	Index*	PCA*	TC	Sub	Dtl	Grant*	Ph	Project*	Ph	Invoice Description
Del Dup	65.00	1020	01010						ISCOCF	07	storage units
Del Dup	35.00	1040	01010								storage units

Figure 5 - Blank Template

PmtSvcs Menu **Applications** **Logoff**

Template Name*

Template Type ☐ Amount ☐ Percent ☒ Blank

Template Desc

* Press F3 for Lookup

No amount or percent added

	Index*	PCA*	TC	Sub	Dtl	Grant*	Ph	Project*	Ph	Invoice Description
Del Dup	1040	01010				WHEELS	06			Tester

EDITING A TEMPLATE

To edit a template:

1. Open **Template Maintenance**.
2. Use the Template Look Up to find the template.
3. Make whatever changes needed.
4. Click **Save**.

DELETING A TEMPLATE

To delete a template:

1. Open **Template Maintenance**.
2. Use the Template Look Up to find the template.
3. Click **Delete**.